



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

December 14, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-31

TO: All UPS Agencies and Elected Officials

FROM: Ronald S. Mitchell
Director

SUBJECT: Delay of Garnishment Responsibilities

On August 3, 2000, Memorandum #2001-03 was forwarded to UPS agencies and elected officials as related to the Office of State Uniform Payroll (OSUP) assuming all responsibilities for processing garnishments under the new ISIS HR System effective January 12, 2001 payday.

As you may know, the ISIS HR payroll implementation has been delayed until April 2001. In this regard, OSUP will not assume responsibility for processing agency garnishments until the pay period beginning **March 19, 2001 for payday April 6, 2001.** Therefore, agencies need to continue to process all types of garnishments served on them until the March 19th pay period. Please do not send any kind of garnishments to OSUP before this date. All previous garnishment procedures outlined in the August 3, 2000, Memorandum #2001-03 will still be implemented by the Office of State Uniform Payroll beginning with the March 19, 2001 pay period.

An updated memorandum concerning some garnishment issues that were discussed at a prior Implementation Agent meeting on ISIS HR will be forthcoming. This memorandum will also be forwarded to department/agency ISIS HR implementation agents.

Please forward a copy of this memorandum to the person(s) that currently process garnishments within your office or facilities. If you have any questions on this matter, please contact Ms. Jena Cary or me at (225) 342-0713.

RSM/kmb